

# Maryland State Board of Elections



## Step-by-Step Guide: Ballot Marking Device

Title	Pages
Overview	2 - 4
Setup	5 - 10
Using the Audio Headset and Keyboard	11 - 13
Screen Display Options	14
Activating the Ballot Marking Device	15
Using the Ballot Marking Device	16-19
Write-in Votes (General Election Only)	20
Changing Selections from Summary Screen	21
Printing the Ballot Activation Card Ballot	22
Verifying a Ballot Activation Card Ballot	23
Casting the Ballot Activation Card Ballot	24
Closing	25 - 27

**Need Help? Call: (301) 600-8683**

# Overview

The ballot marking device enables voters, including voters with disabilities, to mark their ballots independently. Ensure that the following policy regarding the use of the ballot marking device is being followed:

- Any voter may ask to use the ballot marking device. **DO NOT** ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
- Make sure that at least 2 randomly selected voters use the ballot marking device during the day. If 2 randomly selected voters have not used the ballot marking device by 6:00 pm, direct voters to use the ballot marking device until 2 voters have used it.

# Overview

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device includes a touch screen and keypad (includes Braille). Voters may use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the ballot marking device and all accessibility features can be used with the audio ballot. The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

The ballot marking device **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter's selections. The voter's ballot activation card is then inserted into a scanning unit which records the selections. At least one ballot marking device will be available at each precinct.

# Overview

Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot.

A voting judge will:

1. Ask the voter for his or her voter authority card
2. Verify that the voter authority card has been signed by the voter and initialed by a check-in judge
3. Initial the voter authority card
4. Hold onto the voter authority card while escorting the voter to a ballot marking device
5. Instruct the voter on how to use the ballot marking device and explain its various features

# Setup

- 1 Remove the ballot marking device case from the black transfer cart. Check the ID tag on the ballot marking device case to ensure the tag designates the correct polling place.



- 2 Take the ballot marking device in its case to the designated location inside the voting area as shown on the polling place diagram.

- 3 Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the case side pocket.



- 4 Push the small circular plug of the power cord with the flat side up into the port on the back of the ballot marking device. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.



# Setup

- 5** Grasp the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.



- 6** Verify the serial number located on the top of the ballot marking device with column A on the *Ballot Marking Device (BMD) Integrity Report*.



A

Ballot Marking Device (BMD) Integrity Report  
2018 Gubernatorial Primary

State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_  
District/Ward/Precinct: \_\_\_\_\_

☐ Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

**REMEMBER:** If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape # at closing	E. Record new tamper tape # at closing
1	Verify	✓	Verify	✓	Record
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: \_\_\_\_\_  
Judge(s) Assisting at Closing: \_\_\_\_\_  
Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

# Setup

- 7** Verify the tamper tape number located on the left side compartment of the ballot marking device with column B of the *Ballot Marking Device (BMD) Integrity Report*.

Side  
compartment  
tamper tape  
location.



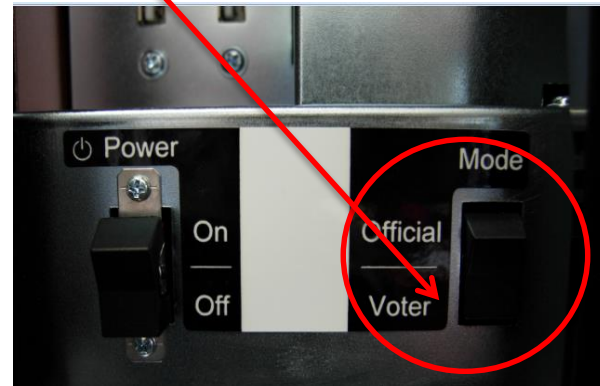
- 8** Remove the tamper tape and place it on the back of the *Ballot Marking Device (BMD) Integrity Report*. Use the round ballot marking device key to unlock and open the left side compartment door.



- 9** Check that the memory stick is installed. If not, immediately notify a chief judge.



- 10** Check to ensure that the “**Mode**” switch is on “**VOTER.**”





# Setup

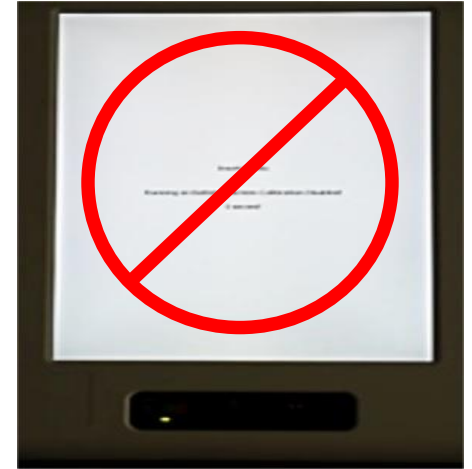
- 11** Ensure that the keypad is installed before starting the ballot marking device.



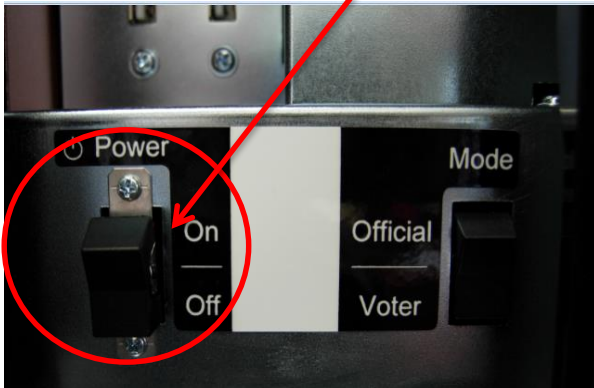
**IMPORTANT:** Do not touch the display screen while the ballot marking device is starting up.

Startup is long, about 4 minutes.

No reports are printed.



- 12** Flip the “Power” switch to the “On” position.



- 13** Position the keypad cord so it threads through the circular opening at the top of the side compartment door.

Close and lock the side compartment door. Apply new tamper tape and record the new tamper tape number in column C on the *Ballot Marking Device (BMD) Integrity Report*.





# Setup

- 14** Install the privacy screen.

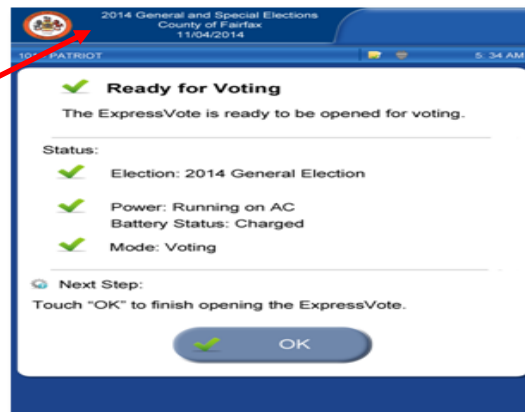


- 15** A chief judge enters the election code and touches **“Accept.”**



- 16** Verify that the precinct number and name displayed on the screen are correct and the unit is receiving power. Touch **OK**. Contact the local board of elections immediately if the precinct number and name are incorrect.

Precinct Number  
& Name



# Setup

- 17** When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.



- 18** Return the carrying case to the black transfer cart. Return the key and *Ballot Marking Device (BMD) Integrity Report* to a chief judge.

# Using the Audio Headset and Keypad

The keypad is secured on the side of the ballot marking device and the headset is found in the ballot marking device case.



1. Plug headphones into the audio port located on the front of the ballot marking device.
2. Instruct the voter on how to adjust the volume.
3. Hand the headphones to the voter and instruct the voter to put on the headphones.
4. Instruct the voter to insert the ballot activation card into input slot with slanted corner to the top right. Assist the voter if requested by the voter.

**NOTE:** Once the ballot marking device identifies the ballot activation card, the ballot marking device begins playing voting instructions immediately and provides an overview of keypad functions.

# Using the Audio Headset and Keypad

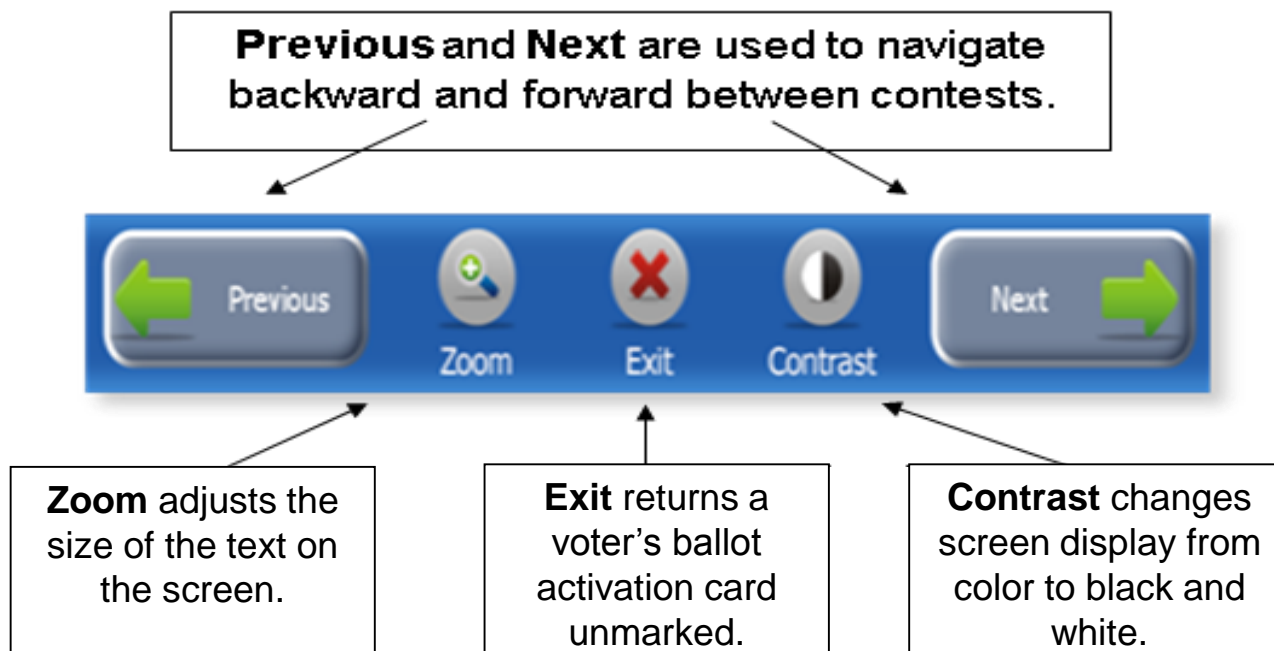
The audio instructions include:

1. Press **Screen** to turn the touchscreen display off.
2. Use **Tempo** on the right side of the keypad to speed up or slow down the audio.
3. Use **Volume** on the right side of the keypad to adjust the volume of the audio.
4. Press **Right Arrow** to proceed to first contest. The ballot marking device identifies contest information, including name, number of permitted selections and number of candidates or choices.
5. Press **Down Arrow** to scroll through candidates or choices.
6. Press **Select** to make a selection after it has been read.

# Using the Audio Headset and Keypad

7. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
8. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
9. To select a write-in (General Elections only), press **Down Arrow** to navigate to write-in option. Press **Select**. The ballot marking device begins playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. The ballot marking device returns to contest and repeats the write-in selection.

# Screen Display Options



# Activating the Ballot Marking Device

The ballot marking device display reads “To begin voting, insert your card.”

1. Instruct the voter to insert the ballot activation card in the input slot with the slanted corner of the card to the top right.
2. The screen will display a selection menu of ballot styles.
3. Use the ballot style number indicated on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.
4. Put the voter authority card back into the clear pouch on the privacy sleeve.
5. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.



# Using the Ballot Marking Device

When a contest extends off the screen, tell the voter to press “More” on the display screen to view all contests.

Explain that the ballot marking device will display a warning message after 5 minutes of inactivity.



# Using the Ballot Marking Device

1. Instruct the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green checkmark appears next to the candidate or contest choice.



# Using the Ballot Marking Device

- 2A. To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The previous selection is de-selected, and the new selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
  
- 2B. To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.

# Using the Ballot Marking Device

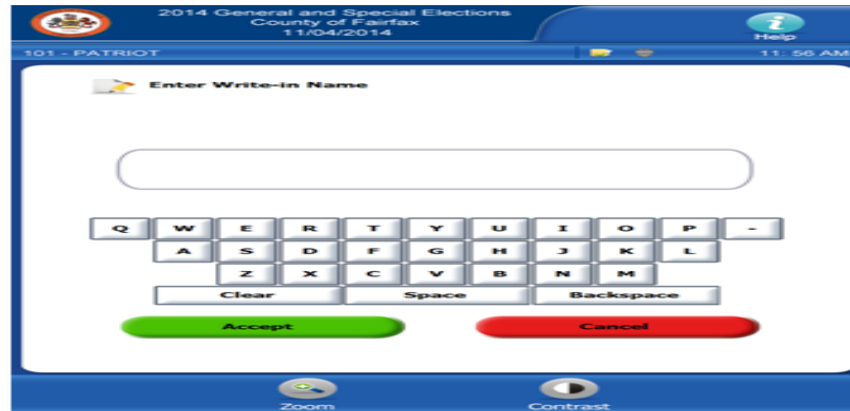
3. Touch “Previous” or “Next” to navigate backward and forward between contests.

**Important:** A “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.

# Write-in Votes (General Election Only)

## Write-in Votes (General Election Only)

1. To select a write-in candidate, touch “Write-In”. The screen displays a keyboard. Enter the write-in name using the keyboard and then touch “Accept”.



2. To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch “Clear” and then touch “Accept”.

# Changing Selections from Summary Screen

1. After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.
2. To change a selection, touch the contest to change on the “Summary of Selections” screen. After changes are made, touch “Next.” The ballot marking device returns to the “Summary of Selections” screen.

# Printing the Ballot Activation Card

After reviewing the summary of selections, touch “Next” again and then touch “Print Card” to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.





# Verifying a Marked Ballot Activation Card Ballot

A ballot marking device allows a voter to re-insert the marked back into the input slot to verify the selections. This step is for verification purposes only. No changes can be made, as the voter will only be able to view or hear the summary of his or her selections.

1. Instruct voter to insert ballot card into the input slot with slanted corner of the card to the right.
2. A verification screen displays listing instructions on how to review selections.

# Casting the Ballot Activation Card Ballot

The voter is now ready to insert the ballot activation ballot into the scanning unit.

1. Instruct the voter to place the printed ballot activation card ballot into the privacy sleeve while ensuring the voter authority card is secure.
2. Direct the voter to the scanning unit to cast the ballot activation card ballot.
3. Instruct the voter to give the voter authority card to the voting judge at the scanning unit.

# Closing

- 1 Remove the privacy screen.



- 2 Record the left side compartment tamper tape number in column **D** of the closing section of the *Ballot Marking Device (BMD) Integrity Report*.

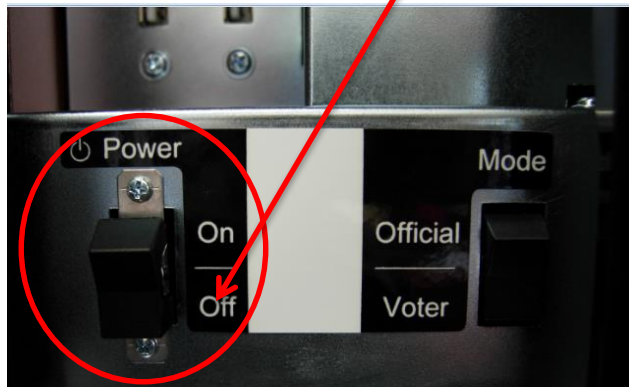


# Closing

- 3** Remove the tamper tape from the side compartment and place on the back of the *Ballot Marking Device (BMD) Integrity Report*. Use the round ballot marking device key to unlock and open the side compartment door.



- 4** Flip the “**Power**” switch to the “**Off**” position.



- 5** Close and lock the side compartment. Apply new tamper tape and record the number in column **E** of the *Ballot Marking Device (BMD) Integrity Report*.

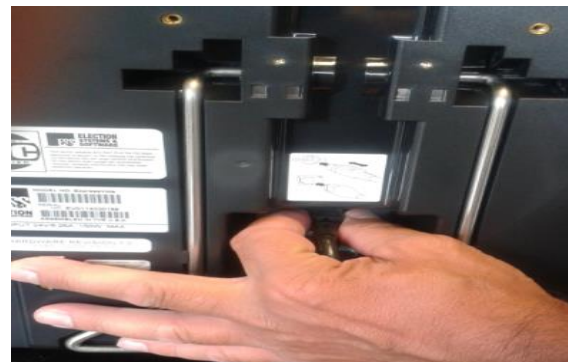


# Closing

- 6** Close the stand on the back of the BMD. It will snap into place.



- 7** Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.



- 8** Pack up the ballot marking device. Place the keypad, and headphones back into the carrying case. Return the power cord to the carrying case side pocket.



- 9** Return the ballot marking device to the transfer cart. Sign the *Ballot Marking Device (BMD) Integrity Report* and return it to a chief judge.

**Thank you for  
supporting Maryland  
elections!**